

## **OHCAccess Bulletin – 11/23/2016**

**For Distribution to All TSA Employees**

### **2016 Year-End Salary Offset Tax Reminder**

Employees who have incurred calendar year 2016 debts related to gross income adjustments should pay their debts in full by December 31, 2016. **If the debt is not paid in full by December 31, 2016, the unpaid balance will be added to the gross income on the employee's W-2, Wage and Tax Statement, for 2016.**

Year-end processing for W-2s begins on December 17, 2016. Payments received by the National Finance Center's (NFC) Administrative Billings and Collections (ABCO) after **December 12, 2016**, but no later than **December 31, 2016**, will be processed, and a 2016 Corrected W-2 (W2-C) will be issued to the employee.

#### **Repayment Options**

- Employees who wish to *repay their outstanding debt in full by payroll deduction* should submit a request to the OHCAccess Help Desk via email at [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov) no later than December 12, 2016.
- Employees who wish to *write a check for the full amount of the outstanding debt*: the check must be received by ABCO by December 12, 2016, to be included on the initial W-2 statement (or received by December 31, 2016 to appear on the W2-C). Please include the Debtor Number and the Bill Number with the check. Checks should be mailed to:

USDA-NFC  
Administrative Collections  
P. O. Box 790342  
St. Louis, MO 63179-0342

If you have any questions, please contact the OHCAccess Help Desk by phone at 1-877-872-7990 or by email at this [link](#). If you are an Executive, please contact the Executive Help Desk by phone at 1-877-872-7991 or by email at this [link](#).